



भाकृअनुप - केन्द्रीय मात्स्यिकी प्रौद्योगिकी संस्थान
ICAR - CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
सिफ्ट जंक्शन, विल्लिंगडन आईलैंड, मत्स्यपुरी पी.ओ., कोचिन, - 682 029, केरल, भारत।
CIFT Junction, Willingdon Island, Matsyapuri P.O., Cochin, - 682 029, Kerala, India.
(ISO/IEC 17025: 2005 Accredited & ISO 9001: 2008 Certified)



फा.सं/F.No.9-1/2015-Cdn.सम

दिनांक/Date: 22-2-2019

परिपत्र/CIRCULAR

A copy of the revised rules for Allotment of CIFT Residential Accommodation is enclosed herewith for information & circulation in the divisions/sections please.

V. S. S.

सहा .प्रशासनिक अधिकारी (सम.)
Asst. Administrative Officer (Cdn.)

सेवा में/Copy to:

1. The HoDs, → FT/FP/ B&N/MFB/QAM/EIS/Engg.
2. SAO/F&AO/AF&AO/DD(OL)
3. The AAOs, → Pur./Estt./Bills/Issue/Cdn.
4. The OICs → PME cell/Lib./AKMU/ATIC/CO(V).
5. The SICs → Veraval/Mumbai/Visakhapatnam
6. The Secretary, IJSC (SS)
7. Liaison Officer
8. PA to Director

ICAR-CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
(Indian Council of Agricultural Research)
Matsyapuri. P.O, Kochi-682 029



ALLOTMENT OF ICAR-CIFT RESIDENCES (RULES) 2019

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
"KISHORI BHAVIN" NEW DELHI

No. 1-4/88-Per.IV

Dated the 2 January, 1991

To

The Directors/Project Directors
of all Research Institutes under ICAR.

Subject:- Uniform Rules for Allotment of Residential Accommodation
at the various units of the Council - Recommendations
made by the CJSC - Decision-regarding.

Reference:- ICAR letter No.1-4/88-Per.IV dated 11.12.88.

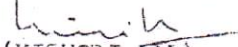
Sir,

The issue regarding framing of uniform Allotment Rules for Residential Accommodation from general pool of ICAR both at the ICAR Headquarters as well as at the Research Institutes, on the basis of the demand raised by the Staff Side in the CJSC Meeting, had been under consideration of the Council. The matter has been considered and it has now been decided that the ICAR Headquarters' (Allotment of Residences) Rules, which are based on the pattern of Govt. of India and have further been amended with the approval of Governing Body, ICAR may be adopted as a base/model at the Research Institutes. A copy of the latest ICAR Headquarter's (Allotment of Residences) Rules is sent here-with.

2. Directors of the Institutes are requested to frame/revise this Allotment Rules on the model/basis of ICAR Headquarter's Rules at the Institutes/Centres, taking into consideration other requirements/needs, if any.

3. Receipt of this letter may please be acknowledged.

Yours faithfully,

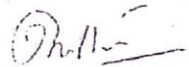

(KISHORI LAL)
DIRECTOR (PERSONNEL)

Copy forwarded for information and necessary action to:-

1. Secretary, ASRB, New Delhi.

Contd...2/-

2. All DEGs/Director (P)/Director (F)/DS(A)/DS(B)/LS(CAC)/DS, ASRB/Dy. Directors/All Under Secretaries, ICAR.
3. All I.A. Section I (I, II, III, IV, V and VI), ICAR.
4. Eett. I, II, III, CA-II/CDN(A&A)/Per. I/II and III Sections ICAR.
5. Secretary (Staff Side), CJSC, New Delhi.
6. Secretary (Officer Side), CJSC, New Delhi.
7. All Members of CJSC.
8. Spare Copies/Guard File.


(JAGDISH MITTER)
UNDER SECRETARY (RC)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
"KRISHI BHAVAN" NEW DELHI.

NO.F.1-4/88-Per.IV

Dated the 18th June, 1992.

To

The Directors/Project Directors
all ICAR Research Institutes/Centres.

Subject :- Uniform Rules for Allotment of Residential
Accommodation at various units of the ICAR -
Clarification regarding.

Sir,

/been

One of the Research Institutes of the Council had sought clarification whether the employees of the Research Institutes who have/alloted residential accommodation and have got their own houses at or near the station of their posting should be asked to vacate their official residential accommodation in terms of para 2 of Council's letter of even Number dated 2nd January, 1991 notwithstanding provisions of Rule 3 of Allotment of Residences Rules circulated with the aforesaid letter of the Council or not.

2. The matter has been examined in the Council and it has been decided that since Rule 3 of the Allotment of Residences Rules circulated with the Council's letter of even number dated 2nd January, 1991 is based on the Govt. of India Orders, the employees owning houses at or near the station of their posting may be allowed to retain official residential accommodation.

3. It is further requested that Model Allotment of Residences Rules may be adopted at your Institute as already mentioned in this Council's letter of even number dated 2nd January, 1991. An intimation regarding adoption of the same may also be sent to this Council immediately.

4. Receipt of this letter may please be acknowledged.

Yours faithfully,

(M.S. KAUNDAL)
DY. DIRECTOR (PERSONNEL)

**ICAR-CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
KOCHI - 682 0294**

ALLOTMENT OF ICAR-CIFT RESIDENCES (RULES) 2019

Rule: 1. Short Title: Application and Commencement

- i. These rules may be called the ICAR-Central Institute of Fisheries Technology (ICAR-CIFT) Allotment of Residences Rule, 2019. This Allotment Rule is framed in accordance with the instructions vide ICAR letter No.1-4/88-Per.IV dated 02.01.1991, as a model/ basis of ICAR Head quarter's Rules and complied with the **Central Government General Pool Residential Accommodation Rules 2017**.
- ii. These rules shall apply to the allotment of staff quarters of the ICAR-CIFT at Thevara and Willingdon Island, Kochi - 29. These rules shall also apply to those quarters already allotted.
- iii. They shall come into force with effect from the date of issue.

Rule: 2. Powers to make allotment

The allotment of residence shall be made by the Director, ICAR-CIFT hereinafter referred to as "the Director" in accordance with these rules.

Rule: 3. Classification of Residence

For the purpose of allotment, the residences are classified based on the ICAR endorsement of **Central Government General Pool Residential Accommodation Rules 2017**, issued by Directorate of Estates, Ministry of urban Development, Govt. of India, New Delhi- vide Gazette Notification GSR-598(E) dated 16.06.2017 as follows:-

Type of Residences (1)	Existing Grade Pay Basic Pay (2)	Level in the pay matrix (3)
I	₹.1300, ₹. 1400, ₹. 1600, ₹. 1650 & ₹.1800	1
II	₹.1900, ₹.2000, ₹.2400 & ₹.2800	2,3,4,5
III	₹.4200, ₹.4600 & ₹.4800	6,7,8
IV	₹.5400 to ₹ 6600	9 and Above
V	₹.7600 and above	12 and Above

Rule: 4. Definition

In these rules, unless there is anything repugnant in the subject or context:-

- a. "**Allotment**" means the grant of license to occupy a residence in accordance with the provision of the Rules.
- b. "**Director**" means the Director of the ICAR-Central Institute of Fisheries Technology, Kochi-29.
- c. "**Allotment Committee**" means the committee expressly constituted for this purpose by the Director, from time to time.
- d. "**Emoluments**" (i) for the purpose of allotment of a residence, means pay as defined under clause (a) of sub. Rule(21) of the rule 9 of the Fundamental Rule. (ii) for the purpose of recovery of Licence fee, has the same meaning as in 45-C of Fundamental Rules.
- e. "**Family**" means and includes only the allottee, his/her spouse, children, step children, parents, brothers and sisters as ordinarily reside with and are dependent on the allottee.
- f. "**Residence**" means a residence specified under Rules 3 above to which rules apply.

- g. "ICAR" means the Indian Council of Agricultural Research.
- h. "Priority date" of an Officer for allotment of accommodation under these rules means the earliest date of holding continuous qualifying appointment in a post under the Council (ICAR) including the periods of authorized absence on deputation, Foreign Service, training, leave etc.

Explanation:

The calculation of date of priority and preparation of waiting lists for different types of accommodations shall be under:

- a. The date of priority in respect of type I to type IV accommodation shall be determined on the basis of the date of joining of the employee in the ICAR service and the eligibility for the type of accommodation shall be decided as per their level of the applicant in the pay matrix: provided that an applicant under this category shall be allowed to bid for one type lower accommodation than the type eligible for such.
- b. An applicant referred to in clause (a) above who has served continuously at a particular station for a period of five years shall on such completion of five years as on 1st January of the year be given one year edge over and above his date of joining in the ICAR services, for the purpose of calculations of his date of priority in the waiting list.
- c. The date of priority in respect of type IV (S) and above accommodation shall be determined on the basis of the date from which the applicant has been continuously eligible for the type of accommodation as per the level of the applicant in the pay matrix.
- d. The inter se-seniority for the type -IV (S) and above accommodation shall be considered on the basis of the following factors namely:-
 - i. Where the priority date of two or more applicants is the same the applicant having a higher level pay in the level shall be senior on the waiting list:
 - ii. Where the date of priority pay in the level of two or more applicants are the same, the applicants who has joined the ICAR service earlier shall be senior on the waiting list:
 - iii. Where the date of priority, pay in the level and the date of joining the ICAR services of two or more applicants are the same the applicant retiring earlier may be accord priority over the applicant retiring the later.
- e. The applicants entitled for type V and above accommodation shall also be eligible to apply for accommodation below their entitlement subject to the condition that such accommodation shall not be below type IV Special accommodation.

Provided that the applicants eligible for type VA (D II) and Type IV (S) shall also be eligible to apply for type IV accommodation. Provided further that where the date of joining is the same, the applicant retiring earlier may be accord priority over the officer retiring later:

Note:

1. In respect of all other services other than the All India Services (AIS) the Inter-se-seniority of applicants shall be determined on the basis of the date of joining the ICAR irrespective of their place of posting.
2. Where the date of priority, pay in the level and the date of joining the ICAR services of two or more applicants are the same the applicant retiring earlier may be accord priority over the applicant retiring the later.
3. Personal Pay, Non practicing allowances, Military service pay or any other such component of pay shall not be considered for the purposes of determining the inter-se seniority in the waiting list.

Rule: 5. Reserved Residence:

In conformity with the orders of the Government of India in the Ministry of urban Development (Directorate of Estates), 10% of the vacancies in type I and II and 5% in Type III & IV quarters may be reserved until further orders for allotment to the Scheduled Caste and Scheduled Tribes employees of this Institute eligible to these types. The vacancies becoming available in the 10%/5% quota for the Scheduled Caste and Scheduled Tribe employee will be allotted in the ratio of 2:1.

Rule: 6. Application for allotment of residence

- a. Every employee desiring allotment of staff quarters of the ICAR - CIFT may apply in writing in the manner prescribed in Schedule 'A' to the Director on or before 1st of April each year. Applications once given will hold good till allotment is made and applicants who are already in the Priority list and who have not been allotted Quarters will be considered according to their revised eligibility. A residence shall ordinarily be allotted to a family officer, but in exceptional circumstances a residence may be allotted to a non-family officer at the discretion of the Director.
- b. An Officer joining duty in the Institute on first appointment or on transfer may submit his application to the Director within a month of his joining date and will be considered for allotment after fixing the seniority and incorporating at appropriate places in the seniority/priority list.

Rule: 7. Waiting lists

All applications received shall be registered by the Director and a waiting list prepared for each class of residence in accordance with the priority date of the employees entitled to that class.

Rule: 8.

No Officer shall be allotted a residence under these rules if the wife/husband as the case may be, of the Officer, has already been allotted a residence by a Central/ State Government, Public Sector undertaking or local bodies unless such residence is surrendered.

- a. Provided that this Sub. Rule shall not apply where the husband and wife are residing separately in Pursuance of an order of judicial separation
- b. Where two Officers in occupation of separate residences allotted under these rules marry each other, they shall within one month of their marriage surrender one of the residences.
- c. If a residence is not surrendered as required under clause (a) or clause (b) as the case may be, the allotment of the residence made under these rules shall be deemed to have been cancelled on the expiry of such period.

Rule: 9. Allotment of residence

- a. A residence shall be allotted to the applicant in the class to which he/she is entitled by the Director on the basis of application in accordance with the rules and his/ her preference. Provided no application shall be entertained or allotment made for accommodation within six months of the date of superannuation.
- b. Notwithstanding anything contained in (a) above, Director may allot a residence (of a lower or higher one stage below or above the normally eligible class) to an Officer when a residence of a particular eligible type is not available and in the exigencies of service or the interest of work if special circumstances warrant such allotment on receipt of his written choice.
- c. However a person shall be allotted a quarter of higher grade only on the conditions that *"the person who is being allotted a quarter of higher type shall shift to the quarter for which he/she is eligible for, as soon as such quarter is allotted to him/her whether he/she has applied/or not for the same"*.
- d. The person who has been allotted a quarter of a lower type in the absence of vacancy of the eligible quarter or a person who has become eligible for a higher type quarter than the one presently occupied shall shift to the quarter of the type for which he/she is normally eligible as soon as such quarter is allotted to him/her whether he/she has applied for the higher type of quarter or not.
- e. In case of availability of surplus accommodation in any type, an applicant may be allotted any accommodation lower or one type higher than the entitled type on payment of normal licence fee of his allotted type.
- f. The Director may cancel the existing allotment of an Officer and allot to him an alternative residence of the same type or, in emergent circumstances an alternative residence of the type next below the type of the residence in occupation of the Officer if the residence in occupation of the officer is required to be vacated.

Rule: 10. Payment of Licence Fee

Where an allotment of accommodation has been made by the Director, the liability for licence fee shall commence from the date of occupation of the residence or from the 8th day after the date of allotment of the residence whichever is earlier. Licence fee will be assessed in accordance with the principles laid down in Fundamental Rules 45-A and Supplementary Rules made there under and will be recovered monthly from the pay of the allottees for that month, through the salary bill.

Rule: 11. Payment of Electricity and Water charges

The Electricity charges for the quarter and bill for water charges shall be settled regularly by the allottees in respect of their respective residence. The allottees shall be held solely responsible for all the dues arising out of unpaid electricity/water bills including reconnection charges, if levied, for disconnection of supply on account of non-payment of bills in time. Arrears if any will be recovered from defaulter's salary or in any other manner as decided by the Director.

Rule: 12. Non acceptance/occupation of allotted residence

- a. If any allottee fails to accept the allotment of a residential accommodation within eight days from the date of allotment of the said accommodation, or fails to take possession of that accommodation within five working days from the date of receipt of the letter of authorization, he/she shall be debarred to apply for accommodation for a period of three months from the date of non-acceptance of allotment subject to payment of one month's normal licence fee for that type of accommodation. The date of non-acceptance of allotment shall be calculated from the date of allotment.

- b. If an allottee refuses to accept the offer of an accommodation of the type for which he is eligible under these rules, he/she shall not be eligible for another allotment for a period of six months from the date of non-acceptance of such allotment/vacation.
- c. However, Rule 12 (a) & (b) shall not apply to quarters allotted as per Rule 9(c), (d & (e).

Rule: 13. Refusal to vacate allotted quarter

In addition to any disciplinary or other action that may be taken against him, he/she shall be charged in respect of any period for which he/she continues to occupy that residence after the said date the full standard License fee under FR 45-B of that residence or twice the full standard license fee under FR 45-A or twice the pooled standard license fee under FR 45-A if license fee has been pooled of the residence or 30% of his emoluments, whichever is the highest.

Rule: 14. Acceptance of allotment of residence

An allotment shall be effective from the date on which it is accepted by the allottees concerned and shall continue until:

- a) The allottee ceased to be in the employee of the CIFT/ICAR.
 b) Allotment is cancelled by the Director, or is deemed to be cancelled under any provision of these rules, **OR**
 c) Residence is surrendered by the allottee concerned, **OR**
 d) The allottee concerned ceased to occupy the residence.

Rule: 15. Retention of Accommodation

A residence allotted to an allottee may be retained by him/her on the happening of any of the events specified in Column I of the table given below for the period specified and upon satisfaction of conditions mentioned in the corresponding entry in column 2 thereof, provided the residence is required for the bonafide use of the allottee or members of his/her family.

Sl. No.	Events	Permissible period for Retention of Accommodation
(1)	(2)	(3)
(i)	Resignation, dismissal or removal from Service, termination of service or unauthorized absence without permission, compulsory retirement [under CCS (CCA) Rules, 1965] and for non-regular Government servants.	One month on normal licence fee
(ii)	Retirement, voluntary retirement, retirement on medical grounds, terminal leave or compulsory retirement [under FR 56(j)], retirement on deputation from ineligible organisations during the initial constitution of such organization, technical resignation, death of allottee on reemployment (irrespective of retention availed on retirement) and death of an allottee who is not a regular Government servant or deputation outside India.	Six months on normal license fee
(iii)	Transfer to a place outside from the existing place, Transfer to an ineligible office in the same station, on proceeding on foreign service in India, Temporary transfer in India or transfer to a place outside India or Deputation within India.	Two months on normal license fee plus six months on double licence fee.

(iv)	To eligible spouse or ward in case of death of the allottee or in case of missing persons (from the date on which Police authority have certified the employee is missing)	Twelve months on normal license fee and for a further period of twelve months on normal license fee provided the deceased or missing allottee or any member of the family does not own a house at the place of occupation of accommodation.
(v)	Study Leave	Actual period of leave or two years, whichever is earlier.
(vi)	All authorised and sanctioned leave except extraordinary leave without medical grounds, on proceeding on training, on mandatory posting under Central Staffing Scheme to Lok Sabha or Rajya Sabha Secretariat on certificate from Establishment Officer, Department of Personnel and Training, and on transfer to a non-family station abroad declared by Ministry of External Affairs (provided the allottee or members of family does not own a house at the last place of posting)	For the full period of leave/posting on normal license fee.
(vii)	On transfer or deputation to Public Sector Undertakings, Statutory and Autonomous bodies on their initial constitution.	Sixty months on normal license fee plus House Rent Allowance drawn by the allottee from the organization.
(viii)	Leave preparatory to retirement or refused leave granted under FR 86 or Earned leave granted to ICAR employee who retired under FR 56(j)	For the full period of leave on full average pay subject to a maximum period of one hundred and eighty days in the case of leave preparatory to retirement and four months in other cases, inclusive of the period permissible in the case of retirement on normal license fee.

(ix)	<p>1) On mandatory posting to Public Sector Undertakings, Statutory and Autonomous Bodies under Central Staffing Scheme on certificate from Establishment Officer, Department of Personnel and Training or from Other Ministries or Departments of the Government of India; and</p> <p>2) On mandatory posting at the same station to Public Sector Undertakings, Statutory and Autonomous Bodies under Non-Central Staffing Scheme on certificate from Establishment Officer, Department of Personnel and Training for balance period of central deputation after serving four years under Central Staffing Scheme.</p>	Full period of posting on normal licence fee plus House Rent Allowance drawn by the allottee from the organization.
x	The employee of ICAR Headquarters/ Institute (including Centre/sub Centre) proceeding on deputation/transfer to another unit of ICAR located at the same station could retain the residence already allotted to him/her in the unit.	Till a residence is allotted to him/her in the new office on payment of license fee under FR-45-A to the parent unit.

Note:

- i. In the event of retirement or transfer of an allottee during his posting to a non-family station, the allottee shall be allowed the facility of retention of accommodation under occupation at the last place of posting prior to transfer to a non-family station for the period permissible under these rules on payment of prescribed licence fee.
- ii. In the event of death of an allottee during his posting to a non-family station, the family of the allottee shall be allowed the facility of retention of accommodation under occupation at the last place of posting prior to transfer to a non-family station for the period permissible under these rules on payment of prescribed license fee:

Provided that the extended period of retention under these rules shall not be allowed in the event of death of an allottee in cases where the deceased allottee or his dependent family members own a house at the last place of posting.

- iii. The allottee on transfer shall be allowed to retain the accommodation for two months or for the period of their leave not exceeding four months, whichever is more, if the leave has been sanctioned before relinquishment of charge:

Provided that an allottee availing joining time after expiry of leave at the old station, may be allowed to retain the accommodation until the expiry of the period of joining time. Normal licence fee shall be charged for the period of retention at the old station. In case leave is sanctioned after the allottee joined duty at new station, this period may not be taken into account for the purpose of cancellation of allotment and retention may be allowed for a period of two months only.

Rule: 16. Change of residence

1. An allottee to whom an accommodation has been allotted under these rules may apply for a change to another same type of accommodation only after taking physical possession of accommodation allotted under initial allotment.
2. Only one change shall be allowed in the same type of accommodation to the allottee.

3. An allottee, who intends to change the accommodation already allotted to him shall make an application to the Director, CIFT and thereafter, the name of such allottee shall be included in the concerned waiting list.
4. The date of priority or the inter-se seniority of the allottees in the waiting list for change of accommodation in respect of Type I to Type V shall be as applicable to initial allotment and will be considered prior to new allotment.
5. The change of same type of accommodation shall be offered as per the priority in accordance with these rules and having regard to the allottee's preference: Provided that no change in the same type of accommodation shall be allowed to an allottee within six months of the date of superannuation.
6. If an allottee fails to accept a change of accommodation offered to him within eight days of the issue of such offer or allotment, he shall not be considered again for a change of accommodation for that type of accommodation.

Rule: 17. Change of residence in the event of death of a member of the family.

Notwithstanding anything contained in Rule 16 an Officer may be allowed a change of residence on the death of any member of his family if he applies for a change within three months of such occurrence provided that the change may be given in the same type of residence and on the same floor as the residence already allotted to the Officer.

Rule: 18. Exchange of residence

Officers to whom residence have been allotted may with the approval of the Director exchange residence within the same class provided there is no loss of rent to the ICAR.

Rule: 19. Surrender of allotment of residence

An Allottee may surrender an allotment of accommodation at any time during the allotment period under these rules; and if he/she does so:-

- a. He/She will not retain any right on the particular residence allotted to him/her.
- b. He/She will not be eligible for another allotment for a period of one year from the date of vacation of the residence after its surrender.
- c. He/She shall inform the Director of his/her intention of surrendering the residence at least ten days before the date of vacation of the residence. If he/she fails to do so, licence fee for 10 days shall be recovered.
- d. However, Rule 19(b) & (c) shall not apply to quarters allotted as per Rule 9© & (d).

Rule: 20. Subletting of residence

No Officer shall sublet residence allotted to him, in whole or any portion thereof, or any of the out-house/except to the employees of CIFT eligible for allotment of residence under these rules, with the prior permission of the Director, CIFT.

Rule: 21. Commencement of licence Fees

The liability for licence fee, service and electricity charges etc., shall commence from the date of occupation of the residence or from the eighth day after the date of receipt of allotment order of the residence, whichever is earlier.

Rule: 22. Responsibility for licence fee

1. The allottees to whom a residence has been allotted shall be personally responsible for the due payment of licence fee and water and Electricity charges in respect thereof and for any damage beyond fair wear and tear caused thereto, or to the fixtures, fittings or services provided therein by CIFT, during the period for which the residence remains allotted to him, or where the allotment has been cancelled under any of the provisions of these rules, until the residence has

been vacated and full vacant possession thereof has been restored to the CIFT.

2. Where the allottee to whom a residence has been allotted is a temporary employee / Fellows will be governed under a specified terms and conditions mentioned there on.

Rule: 23. Transfer to non-family station

If an Officer is transferred to a station where he is not permitted to or advised by the Director to take his family with him and the residence allotted to him under these rules is required by the family for the bonafide educational needs of his children or for any other bonafide ground, he may be allowed, on request, to retain the residence on payment of licence fee under FR 45(A) till the end of the academic session of his children studying in Kochi or in other cases for a maximum period of six months.

Rule: 24. Inventory of the furniture and fittings

~~The allottee to whom a residence has been allotted shall be required to sign an~~ inventory of all fixture and fittings, etc., as per **schedule-'B'** when he/ she enters into occupation of the residence and shall deliver up the same intact and in good condition when he/she vacate the premises.

Rule: 25. Maintenance and sanitation

1. Every allottee should maintain his/ her quarters in clean and hygienic conditions to the satisfaction of the Administrative authority. Throwing of water, refuse or any other articles outside from the windows or balconies of the quarter is strictly prohibited. All refuse should be deposited in the dust-bin or other receptacles and arranged to be removed. The surroundings of the buildings should also be kept clean and in sanitary condition.
2. The quarters are intended for residential purposes and shall not be used for any other purpose. Such pets and birds which cause nuisance, risk or annoyance should not be kept. Radio, Phonographic or loud speakers on religious and other social ceremonies should be played in a low tone so as not to cause disturbances to the other occupants. Parties, social, religious and marriage functions should be held in such a way so that other allottees are not disturbed in any way. Good relation should be maintained with neighbors and any disputes, disagreements should be brought to the notice of Director, CIFT for decision/compromise. The residents of quarters suffering from contagious disease should be removed to hospitals immediately.
3. No damage or disfigurement is caused to any of the property. The costs, expenses and consequences to rectify any such damage or disfigurement or defect in the quarters, fixtures and fittings will have to be borne by the allottee.
4. The allottee should not make additions to or install any fixture in the quarters whether of temporary or permanent nature.

Rule: 26. Liaison Officer

Director may nominate one of the Officers staying in the Staff Quarters as Liaison Officer who will look after the affairs of the quarters and bring complaints received from the occupants to the notice of Director.

Rule: 27. Surprise Inspection

It shall be open to the Director or any persons deputed for the purpose to enter and inspect any quarter at any time without prior notice to the occupant to view the state and conditions and maintain the discipline thereof.

Rule: 28. Breach of rules and consequences thereof

If the allottee of a residence commits any breach of the rules of the terms and conditions of the allotment under these rules or uses the residence or premises or permits residence or premises to be used for any purposes which the Director considers to be improper or conducts himself/ herself in a manner which, in the opinion of the Director, is prejudicial to the maintenance of harmonious relations with his/her neighbors or if it is found that the allottee has knowingly furnished incorrect information in the application or written statement with a view to securing allotment, the Director, may, without prejudice to any other disciplinary action that may be taken against him/her declare the allotment cancelled. In such an eventuality the employees will be bound to vacate the residence allotted and give full vacant possession of the same to the Director within such period as may be specified in the notice served on him/her in this regard, failing which eviction proceedings shall be initiated against such employees. The Director shall be competent to take all or any of the actions mentioned above and also to declare the officer, who commits a breach of these rules and instructions issued to him, to be ineligible for allotment of residential accommodation for a period not exceeding five years

Rule: 29. Licence fee for unauthorized occupation

Where, after the cancellation of an allotment under any of these rules other than rule 12, the residence remain or has remained in the occupation of allottee or any one claiming through him, the full standard licence fee of the residence under Fundamental Rules, 45-B or twice the standard licence fee under Fundamental Rule 45-A or 30% of the emoluments of the allottees whichever is highest will be charged for the period of such occupation.

Rule: 30. Furnishing of family particulars

Every allottee will have to furnish the particulars of his/her family members including the employment details of spouse/ dependents as set out in the **Schedule 'C'** hereto. He/She will have to notify any change in the number of his/her family members as also change in the particulars of such family members which are mentioned in the said schedule.

Rule: 31. Interpretation of Rules

If any question arises as to the interpretation of these rules, the decision of the DIRECTOR, CIFT shall be final.

Rule: 32. Relaxation of Rules

DIRECTOR, CIFT may for reasons to be recorded in writing relax any or all of these rules in individual cases or residence depending upon the merit of the case.

Rule: 33. Delegation of powers

Under the provisions, The Director, CIFT may delegate any of the powers of functions conferred upon him under these rules to any officer under his control, subject to such conditions as he may deem fit to impose.

Rule: 34. Peaceful vacation of quarters

The CIFT Quarters have been allotted to the employees as a residence by reason of their being in the service and employee of the CIFT and on the express condition that they will have to vacate and give peaceful possession of their quarter to Director, CIFT without claiming for any alternative accommodation.

Rule: 35. Undertaking

Every allottee shall be required to sign and undertaking in the prescribed **Schedule 'D'** attached hereto.

Rule: 36. Allotment Order

Allotment order will be issued as per **Schedule 'E'**.

Annexures:

- Schedule-A: Application form for allotment of residence
- Schedule-B: Inventory of the furniture and fittings.
- Schedule-C: Statement of Family particulars
- Schedule-D: Undertaking by the allottee
- Schedule-E: Allotment order